



## JOB SPECIFICATION

Code 10340

Grade GS 52

### **BUYER**

#### **General Purpose**

Under direction, procure goods and services, locate competitive sources and prices for products and services.

#### **Typical Duties:**

Oversee informal bid and noncompetitive forms of contracts within predefined limits. This may include contracting through sole source, procurement programs such as QISV, and through interlocal agreements. Involves: Communicate with customers, vendors, suppliers, co-workers and management to locate competitive sources and prices for products or services listed on requisitions. Develop procurement specifications including due dates, terms and conditions and other information. Select appropriate supplier markets. Issue bid package. Perform or review bid tabulations. Develop cost and price analyses. Coordinate and conduct pre-bid or post-bid conferences and on-site department visits. Answer questions. Notify successful bidder and award contract. Evaluate supplier performance.

Assist departments in ordering and obtaining a variety of supplies, products and services. Involves: Assist departments in utilizing computerized requisition and purchasing system. Review requisitions and issue purchase orders. Research supplier and vendor information. Maintain contract lists and master specifications for repetitive commodities and informal bid files. Draft procurement correspondence such as specifications, terms and conditions and other communication.

Represent the department and provide technical support and information. Involves: Respond to requests for information on purchasing policies and procedures. Establish and maintain appropriate business relationships with suppliers by interviewing and learning about commodities or services provided. Inform suppliers of purchasing policies and procedures on doing business with the city, bidding process and related information. Create and maintain a variety of computerized records or reports such as vendor lists, inventory files and reports, financial reports or records and status reports. Oversee procurement card system, if assigned.

Other duties as assigned.

#### **Knowledge, Skills, and Abilities**

- Application of good knowledge of purchasing methods and techniques typically used in municipal buying.
- Application of some knowledge of data gathering and research methods and techniques.
- Application of some knowledge of informal bid development principles and practices.
- Application of some knowledge of municipal, state and federal codes, regulations and statutes related to purchasing and contract compliance.
- Application of some knowledge of personal computers, software and hardware.
- Conduct research, compile data, analyze findings and prepare recommendations.
- Explain city purchasing ordinances and policies.
- Make arithmetical computations with speed and accuracy.
- Clear concise oral and written communication to prepare and present reports to management, departments, vendors and suppliers.



## JOB SPECIFICATION

Code 10340

Grade GS 52

### **BUYER**

- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.

#### ***Other Job Characteristics***

- None.

#### ***Minimum Qualifications***

Education and Experience: An Associate's degree in business or public administration or related field, and three (3) years of administrative support experience; or High School Diploma or GED supplemented by business courses and six (6) years of administrative support experience.

Licenses and Certificates: None.